

## **Attachment 9 Fees and Payments**

1. **GSA Industrial Funding Fee (IFF).** The BPA unit prices include the applicable GSA IFF. The contractor shall be responsible for all required filings to GSA and for payment of this fee in accordance with applicable GSA instructions.
2. **Acquisition, Contracting, and Technical (ACT) Fee.** The cost of awarding, administering and managing this BPA is included in the prices for all products and/or services offered under this BPA. The 1.25% ACT fee is included for all prices published in Attachment 2. The ACT fees shall be remitted and distributed in accordance with section 3 of this document.
3. **Remittance of Fees.** The contractor shall remit the ACT fee on a calendar quarterly basis (i.e. January– March, April – June, July – September, and October – December) or as otherwise requested by the PCO. Payment is due thirty (30) days following approval of the Report of Sales for the completed quarter. ACT fees that have not been paid within the prescribed thirty (30) days shall be considered a debt to the United States Government under the terms of FAR 32.6. The Government may exercise all its rights under the contract, including withholding or setting off payments and interest on the debt (see contract FAR clause 52.232-17, Interest). Failure of the Contractor to pay the ACT Fee in a timely manner may result in termination of the BPA.

The contractor shall remit ACT Fee to the address provided below by corporate or cashier's check made payable to "Treasurer of the United States". No transmittal letter is required with submission of fee checks.

Checks must include the following information to ensure proper crediting of the payment:

***BPA (fill in applicable #)***

**Department of the Navy Microsoft Enterprise Software License Agreement ACT Fee**

For US Postal Service mail or USPS Express Mail, send check to:

SPAWAR Systems Center Pacific  
Attn: Brett Evenstad  
Code 55350, Bldg 81  
53560 Hull Street  
San Diego, CA 92152-5001

For Federal Express, United Parcel Service, DHL or Other Courier Services, send check to:

SPAWAR Systems Center Pacific  
Shipping and Receiving  
Receiving Officer (OT 7)  
Attn: Brett Evenstad  
Code 55350, Bldg 81  
4297 Pacific Hwy.  
San Diego, CA 92110

Email a copy of the ACT Fee remittance check to the PCO [alexander.k.roberts@navy.mil](mailto:alexander.k.roberts@navy.mil), and Contract Specialist [shane.mahelona@navy.mil](mailto:shane.mahelona@navy.mil).